



**JOB OPPORTUNITY
DIVISION OF FAMILY AND STUDENT SUPPORT SERVICES
BUREAU OF SPECIAL EDUCATION**

ASSOCIATE EDUCATION CONSULTANT

EDUCATION SERVICE SPECIALIST

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE
BOTTOM OF THIS PAGE!**

Open To: The Public

Location: 165 Capitol Avenue, Hartford, CT 06106

Hours: 8:00 a.m. – 5:00 p.m.

Job Posting # 00062294 – File #769a

Salary Range: Associate Education Consultant - \$81,893 – \$105,251
Education Service Specialist - \$69,892 - \$90,700

Closing Date: September 4, 2012

General Knowledge:

The Connecticut State Department of Education is recruiting for an Associate Education Consultant/Education Service Specialist position in the Bureau of Special Education. *The selected candidate's credentials will determine the job classification.* **This is a permanent position with an end date of September 30, 2013. Continuation of this position is contingent upon reauthorization of federal funds.**

General Statement of Duties:

An opportunity for an instructional leader to provide leadership and technical assistance in the area of special education for Connecticut's public schools. A key responsibility will include serving as state consultant with an emphasis on the education of students with disabilities in the least restrictive environment.

Example of Duties:

- provision of training and technical assistance to local education agencies and families specific to quality programs for students with disabilities within a variety of disability categories in the least restrictive environment;
- provision of training, technical assistance and monitoring of district programs with respect to graduation and achievement outcomes for students with disabilities and across all race/ethnicity groups;
- collaboration with department, agency and community representatives to ensure appropriate programs for students with disabilities;
- program monitoring of state and federal laws and regulations, preparation of state and federal reports, and grant management;

- mediation and complaint investigation;
- technical assistance and monitoring of choice programs in serving students with disabilities;
- identification and dissemination of best practices and models that meet the needs of students with special needs in the least restrictive environment; and
- other duties as required by the Chief, Bureau of Special Education.

Qualification:

Knowledge, Skill and Ability:

Knowledge of the philosophy and methods of educating students with disabilities under the Individuals with Disabilities Education Improvement Act (IDEA) 2004; knowledge of services and supports for students with disabilities in general education settings and across the continuum of placements; knowledge of research based practices and processes for creating access to the general education curriculum for students with disabilities; knowledge of specific curricula content within the core subject areas of instruction; general knowledge of special education law and programs; knowledge of public school systems; knowledge of special education programs in public schools, private schools and choice schools; skill in report writing; skill in grantsmanship; familiarity with practices related to student support services nationally and within the state; ability to contribute to small group meetings and individual discussions through interpersonal skills and professional knowledge; ability to achieve demonstrable outcomes of student success; and ability to develop and maintain cooperative working relationships.

Minimum Experience and Training Required:

Associate Education Consultant: An earned advanced degree and five (5) years of relevant professional experience or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

Education Service Specialist: A Master's degree and three (3) years of professional experience, or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

Preferred Experience and Training:

An advanced degree in the field of special education or a related area such as occupational therapy, physical therapy, speech and language pathology, other pupil personnel services or special education administration; 10 years professional experience, serving as a special education teacher and administrator or regular education teacher and special education administrator; and demonstrated skills in oral and written communication, decision making, and delivering presentations. Experience with students and staff PK – 12. Candidates should indicate a record of successive advancements and serving in leadership positions. Candidates should demonstrate familiarity with state and federal laws concerning special education; expertise in professional development; experience in evaluation of program effectiveness; and the ability to communicate and work cooperatively with persons in the Department and in the field concerning relevant and quality educational programs for special education children.

The Department encourages those applicants who do not meet the stated qualifications, but believe they possess equivalent qualifications to submit, in addition to their resumes, written statements indicating how their background and experience qualify them for the position.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions:

Interested candidates should reference announcement #769a, submit a letter of application and resume with details of experience and training, three pertinent professional letters of recommendation and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to:

Department of Education
Charlene Russell-Tucker, Chief Operating Officer
165 Capitol Avenue – Room 303

Hartford, CT 06106
Telephone: (860) 713-6550
Fax: (860) 713-7022
E-Mail: Charlene.Russell-Tucker@ct.gov

All required documents must be submitted to be considered for interview.

“The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101. Levy.Gillespie@ct.gov.”

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